POSTING/HIRING PROCEDURES FOR

DEANS and DEPARTMENT MANAGERS

1. Hiring Dean/Manager completes the online Personnel Requisition form in the Interview Exchange system and uploads a draft of the job posting.

2. HR will then create posting using the established format:

   a) "About the College" wordage
   b) "Anticipated" start date.
   c) Include appropriate Union wordage
   d) Deadline date has to be at least 10 days after position has been posted; use the first Friday after the 10 day period. (Always use a Friday for consistency.)
   e) **For faculty positions postings will only indicate Master's degree required.** The Ph.D. preferred language will not be included in the posting.
   f) For all other positions indicate minimum required academic credential as appropriate.
   g) **When creating the Core Requisite questions for the Interview Exchange system, only years of experience and education will be marked as required in an effort to ensure the applicants determined to be qualified are indeed minimally qualified, unless otherwise requested by the hiring manager.**

3. Once the approval process has been completed via the Interview Exchange system HR will post the Position on:

   - Academic Keys
   - HERC (Higher Education Recruitment Consortium)
   - Higher Ed Jobs
   - Diverse Issues In Higher Ed
   - Latinos in Higher Ed
   - Massachusetts Colleges On-Line
   - Mass.gov
   - Saludos
   - Scholarly Hires
   - Other specialty recruitment sites if approved by the Director of Human Resources

4. HR will also e-mail the posting to other colleges/universities and appropriate institutions used for recruitment.

5. Set up reviewers (hiring committee) for each position/job posting as directed by the hiring manager.

   a) The hiring manager will work with HR and the Affirmative Action Officer (AAO) to identify members for the Search Committee. The AAO will approve the Search Committee Members for each search.
   b) The Search Committee must have cognitive diversity, which is achieved by including

members with different backgrounds, perspectives and expertise, and with a demonstrated commitment to diversity.

c) The Search Committee for Faculty searches usually has five to seven members and includes at least one member from outside the hiring department and one student. The hiring dean may choose to serve on the Search Committee. The hiring dean will appoint the committee chair.

d) The Search Committee for Non-Faculty searches usually has three to five members and includes at least one member from outside the hiring department and one student where appropriate. The hiring manager may choose to serve on the Search Committee. The hiring manager will appoint the committee chair.

e) All Search Committee members must have completed a search committee training within the last three years. The Search Committee chair will arrange search committee training for those members who have not completed a training within the last three years.

f) Search Committee members will be given access to the candidate pool only after the applicant pool has been approved by the AAO.

6. Qualified applicant review process:

a) When the posting closes, within 48 hours the AAO or designee will prepare a report outlining the diversity of the overall applicant pool and the qualified applicant pool based on how the applicants self-identified.

b) If there is not sufficient representation of diverse candidates in the qualified applicant pool, the hiring dean/manager and AAO will discuss to determine whether sourcing for additional candidates will continue.

c) When determining whether or not there is sufficient diversity in the applicant pool the AAO will consider US Census information nationally and locally with regard to degree attainment as well as Sex, Race & Hispanic Origin (refer to US Census data tables in the Appendix and on Human Resources website).

d) Once the qualified applicant pool is approved the chair may proceed with the search.

e) Search Committee members will be given access to the candidate pool only after the qualified applicant pool has been approved by the AAO.

f) Search Committee members will be provided with a Resume Filter Form listing the names of applicants and the minimum/preferred requirements for the position to aid in the applicant review process.

7. Interview process:

a) The chair sends a list of applicants to interview to the AAO. The AAO analyzes the degree of diversity of the interview list and, if sufficient, within 48 hours approves the list. In determining whether the interview pool is sufficiently diverse the AAO will consider US Census data both nationally and locally, as appropriate, as well as the size of the qualified applicant pool. The AAO consults with the hiring dean/manager to determine appropriate resolution if the interview list is not sufficiently diverse, including sending the list back to the Search Committee or reopening the search.

b) Once the interview pool is approved by the AAO, the chair may begin to contact candidates to schedule interviews.
c) The applicants chosen for an interview will be moved to the Interview folder by the committee chair. Applicants not chosen for an interview may remain in the Inbox folder.
d) Chair reviews personnel files of internal candidates selected for interview. The chair shares information with the Search Committee as appropriate.

8. Finalist process:

a) The chair sends the names of the finalists to the AAO. The AAO analyzes the degree of diversity of the finalist list and, if sufficient, within 48 hours approves the list. In determining whether the finalist list is sufficiently diverse the AAO will consider the size of the interview pool. The AAO consults with the hiring dean/manager to determine appropriate resolution if the finalist list is not sufficiently diverse, including sending the list back to the Search Committee or reopening the search.
b) Once the finalist list is approved by the AAO, the chair will send the names of the finalists to the VP. The names should be in alphabetical order. It would be helpful to the VP if the committee lists the strengths of each candidate.

9. After the recommendation has been made and the applicant has accepted the job the following needs to be added to the notes section of the applicant's electronic file.

a) Approval of the recommendation.
b) Start Date
c) Salary information
d) Work schedule (days of the week & start/end time)
e) In addition, the hiring manager must complete the online Account Application form via NECC Self-Service https://ssb.necc.mass.edu:9030/pls/PROD/twbkwbis.P_ValLogin to request Banner, email, and other necessary accounts for the new employee.
f) If the position is for a full-time employee; the recommended candidate will need to be approved by the Board of Trustees before they can start working.

10. After the candidate has accepted the position Human Resources will:

a) Send confirming notice to new hire outlining salary information, start date, and other Human Resource and benefits information and invite new hire to the "New Employee Orientation" sessions.
b) Send appropriate e-mail notification to all other applicants.
c) Set up orientation meeting with the new employee
d) Process hiring paperwork, process e-mail, Banner & phone request
e) Send evaluations if appropriate
f) Scan employee paperwork
g) Create a personnel file